

United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Livestock and Seed Program
Meat Grading & Certification Branch

MGC Instruction 305 January 7, 2005 Page 1 of 3

RESPONSIBILITIES FOR THE TRAINING AND CERTIFICATION OF "CERTIFIED TRAINERS" AND PLANT EMPLOYEES PERFORMING LIVE ANIMAL IDENTIFICATION

Purpose

This instruction defines the responsibilities of the Meat Grading and Certification (MGC) Branch, the Live Animal program owner(s), and plant management personnel for (1) training and subsequent certification of "certified trainers"; and (2) training and subsequent certification of designated plant employees who identify cattle in accord with USDA Live Animal Schedules GLA, G-10, G-37, and G-46.

Responsibilities

The Assistant Director will:

- 1. Maintain a copy of the current Live Animal Schedule Certification Record for each plant participating in the various schedule programs.
- 2. When needed, assign supervisory meat graders to provide training to "certified trainer" candidates. Training must be provided within 5 business days of the Live Animal program owner's(s') request.

Supervisory Meat Graders will:

- 1. Provide training to all plant management personnel designated by the Live Animal program owner(s) as "certified trainer" candidates in 5 business days of the Live Animal program owner's(s') request.
- 2. Use USDA Schedules, live animals, and visual aids or other appropriate material for the training of "certified trainer" candidates.
- 3. Certify only those candidates who successfully complete the training as "certified trainers" by issuing helmet stickers to each "certified trainer" and updating the USDA Live Animal Certification Record (attached).
- 4. Immediately notify and train "certified trainers" on Schedule revisions or new procedures.
- 5. Ensure that helmet stickers are removed from persons who no longer qualify as "certified trainers" and update the Live Animal Certification Records accordingly.
- 6. Provide the following:

- a. Helmet stickers for identification of trained plant employees.
- b. Copies of Live Animal Schedules and this instruction.
- Conduct four annual reviews at each plant participating in the Live Animal Schedule programs. Review Live Animal Certification Records and other related records for accuracy and completeness.
- 8. Re-certify "certified trainers" every 2 years. This may be done during one of the three annual reviews being performed during that year.

Live Animal Program Owner(s) will:

- 1. Request training from the appropriate MGC Branch area office for all plant management personnel who are designated as "certified trainer" candidates.
- 2. Notify Office of Field Operations (OFO) of new plants participating in the Live Animal Certification program and plant contact's name; and changes in plant contacts at existing plants.

NOTE: Requests for training and notification of changes should be made to:

USDA, AMS, LS, MGC Branch Office of Field Operations 13952 Denver West Parkway Building 53, Suite 350 Golden, CO 80401 Phone: 720-497-2520

Phone: 720-497-2520 Fax: 720-497-0571

Plant Management Personnel will:

- 1. Designate plant management personnel as "certified trainer" candidates.
- 2. Notify the Live Animal program owner(s) of personnel changes or their responsibilities that require new, different, or additional "certified trainers."
- 3. Provide the facilities and product needed to conduct training.
- 4. Plant management personnel who are "certified trainers" are responsible for:
 - a. Training designated plant employees to identify cattle in accordance with the Live Animal Schedules. Only "certified trainers" and trained, designated employees will identify cattle in accordance with Schedule GLA.
 - b. Only issuing helmet stickers to trained employees.
 - c. Immediately training designated employees on Live Animal Schedule revisions or new procedures.

- d. Removing helmet stickers from employees no longer involved in the cattle identification process.
- e. Maintaining a current list of "certified trainers" and trained employees on the Live Animal Certification Record. The list must be updated, including signatures, on the day of actual training, and a copy will be given to the Live Animal program owner (s), resident graders, and OFO.
- f. Maintaining the plant's original Live Animal Certification Record. It will be available to MGC Branch officials and Live Animal program owner(s) on request.

NOTE: Noncompliance with the above responsibilities may result in suspension of the Live Animal Schedule program or other actions deemed appropriate by the MGC Branch.

Cost of Training and Certification

The applicant will incur costs related to training and certification. In most cases, MGC Branch hourly charges will be between 1 and 4 hours. When travel to the plant is for the sole purpose of providing training and certification, the applicant will also incur the MGC Branch official's actual travel expenses. The MGC Branch will make every effort to provide the most cost effective training and certification possible.



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US DEPARTMENT OF AGRICULTURE, AGRICULTURAL MARKETING SERVICE, LIVESTOCK AND SEED DIVISION, MEAT GRADING AND CERTIFICATION BRANCH

Live Animal Schedule Certification Record***

PLANT NAME:	
PLANT ESTABLISHMENT NUMBER:	
PLANT ADDRESS:	
STICKER SERIAL NUMBERS ISSUED:	

Trainer (Print/Type)	Trainer (Signature)*	Trainee (Print/Type)	Trainee (Signature)*	Sticker Number	Date of Training	Status**
- Inches		- North Control				
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^{*} By signing, I agree that I have received training and fully understand my responsibilities and the provisions of Schedule GLA.

**Status Classifications: Certified Trainer, Current, or Reason no longer identifying cattle for Schedule GLA and the date the sticker was withdrawn.

***Form may be copied.

01/10/05